

Proposed

DUTY STATEMENT

Classification: Energy Commission Specialist I (EFF)	Position No. 420-4935-015
CBID: R10	Office: Building Standards Implementation
Date Prepared: January 11, 2010	Division: Efficiency and Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist I (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Building Standards Implementation Office, Outreach and Education Unit, of the Efficiency and Renewable Energy Division. The incumbent will independently perform more complex sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill, and ability which is demonstrably above the journey level. The Energy Commission Specialist I (EFF) will be the technical expert responsible for the implementation of Building Energy Efficiency Standards projects which include the development and dissemination of Standards related information to the various audiences including building department personnel, contractors, builders, designers, architects, utilities, other state agencies and consumers.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 30% Manage Building Energy Efficiency Standards (Standards) implementation projects. As subject matter expert, responsibilities include preparation of the project concept, plan and milestones which includes maintaining an understanding of the current Standards in order to manage and coordinate the development of information to further simplify and explain the various efficiency measures to audiences that are responsible for compliance with the Standards and enforcement of the Standards. As subject matter expert and project manager the incumbent will be responsible for analyzing information on efficiency measures and present it in an easy to understand manner to each of the target audiences that must comply with the Standards and enforce the Standards. The incumbent will be responsible for presenting project status information to the Efficiency Policy Committee and incorporating comments or revising information as appropriate. (E)
- 30% As subject matter expert and project manager, manage the development and dissemination of information through various mediums including video, print articles, fact sheets, presentations, curriculum, and web-based options for Standards implementation.

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Responsible for the technical accuracy of the information presented. Coordinate and partner with other entities that provide training on the Standards including the Utilities, Home Energy Rating Providers, industry representatives, compliance documentation preparers and others to ensure accuracy of information dissemination. (E)

- 15% Manage contracts. As contract manager, responsibilities include preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 10% Act as subject matter expert when responding to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Prepare reports on project, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div>_____/_____ Vacant Energy Commission Specialist I (EFF)</div>	<div>_____/_____ Vanessa Byrd Energy Commission Supervisor II (EFF)</div>